












Learning Aid: Create a Planned Training Request using the SAPlogon-pad (ZPV7I)

There are two training course types that can be requested utilizing SAP: A Planned course or an Ad Hoc course. Planned training are scheduled courses available in the SAP Business Events training catalog, usually onsite and sponsored by HRO. Ad Hoc courses are not offered in the SAP Business Events training catalog (i.e. college courses, conferences & symposiums). This document has been developed to assist users with the creation of a Planned Training Request using the SAPlogon-pad.

Helpful Hints:

- The Planned training request will be routed through SAP workflow to obtain approval from the employee's Supervisor. When the supervisor approves the Training Request, the employee will be booked into the course.
- Select the **User menu**  icon, or the **SAP menu**  icon to switch between the menus.

Step by step instructions:

1. Log on to SAP R/3 using the **SAPlogon-pad** .
2. Enter **ZPV7I** in the Transaction Code Box and click the **Enter**  icon or follow the menu path **User Menu > ESS > Training > Training Center**
3. Enter search criteria:
 - a. In the **Find** field enter a key word of a course. Use * (asterisks) as a wild card. (i.e. *Capitol* or *Health*).
 - b. In the **Period** field select a timeframe.
 - c. In the **Business Event Location** field select a location.
4. Click the **Start Search** button
5. Click **Add to Basket** to select the desired course.
6. Click the **To Shopping Basket** button.
7. Click the **Proceed to request** button.
8. Click the **Request Attendance** button.
9. Depending on your personal settings, a message "Enter /N. Go to SAP Inbox to Select Supervisor", may appear. If it appears, click **OK** .
10. Enter **/N** in the Transaction Code Box and click the **Enter**  icon to return to the SAP Easy Access Menu.
11. Click the **SAP Business Workplace**  icon on the Application bar.
12. Click the **Inbox**  icon.
13. Double click on the "**Enter Supervisor for Training Request ...**" for the course requested.
14. Enter the supervisor's last name, followed by the * (i.e., Smith*). Click the **Drop Down**  icon.
15. Double click the supervisors name from the list.
16. Click the **Enter**  button
17. Click the **Back**  icon to return to the SAP Easy Access menu.